



**Arizona FEA  
State Leadership Conference April 8 & 9, 2009**



**Please complete the following information: (Please type or print legibly.)**

**Advisor Name:** \_\_\_\_\_

**School (Chapter):** \_\_\_\_\_

**School Phone:** \_\_\_\_\_

**School FAX:** \_\_\_\_\_

**School Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Registration Fee: *\$45.00* AFFILIATED CHAPTERS**  
**(Advisor free w/20+ registrations)**  
***\$65.00* UNAFFILIATED CHAPTERS**  
**(Registration includes: breakfast, lunch, door prizes. T-Shirt)**

**PLEASE RETURN THIS REGISTRATION FORM WITH A CHECK OR  
PURCHASE ORDER TO:**

**Gerry Corcoran, Arizona FEA State Liaison**  
**Arizona Department of education**  
**1535 W. Jefferson, Bin #42**  
**Phoenix, AZ 85007**  
**E-Mail: [gerry.corcoran@azed.gov](mailto:gerry.corcoran@azed.gov)**  
**FAX: 602-364-4035**

**Make checks payable to: Arizona Department of Education FEA**

**REGISTRATION DEADLINE: *FEBRUARY 27, 2009***

**NO REFUNDS WILL BE ISSUED FOR INDIVIDUALS  
NOT ATTENDING**



## REGISTRATION FORM

**SCHOOL:** \_\_\_\_\_ **ADVISOR:** \_\_\_\_\_  
**List the name of each participant below. *Duplicate if needed.***

	Participant Name	Grade	M/F	Shirt Size
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				
26.				
27.				
28.				
29.				
30.				

**Total # Attending:** \_\_\_\_\_ **@ \$45/\$65 per person = \$** \_\_\_\_\_

**TRANSPORTATION:** \_\_\_\_\_ **VAN(S)** \_\_\_\_\_ **BUS** \_\_\_\_\_ **CAR(S)**

**\*\*\* All attempts should be made to have one adult for every 10 students.**

### FOR FEA STATE OFFICE USE ONLY

Total Amount Due \$ \_\_\_\_\_

Less Amount Paid \$ \_\_\_\_\_

**BALANCE DUE: \$** \_\_\_\_\_

Purchase Order # \_\_\_\_\_

Check # \_\_\_\_\_

Date Paid \_\_\_\_\_



**Arizona FEA**  
**State Spring Leadership Conference April 1 & 2, 2009**

**School:** \_\_\_\_\_ **Advisor:** \_\_\_\_\_

**\$5 PER ENTRY**

**COMPETITION REGISTRATION**

	# ENTRIES	DATE SUBMITTED
<b>Impromptu Speaking</b>	_____	_____
Names: _____		
<b>Public Speaking</b>	_____	_____
Names: _____		
<b>Essay Writing</b>	_____	_____
Names: _____		
<b>FEA Moment/Student Speaker</b>	_____	_____
Names: _____		
<b>FEA Moment Multi-Media Presentation</b>	_____	_____
Names: _____		
<b>Public Service Announcement</b>	_____	_____
Names: _____		
<b>Chapter Multi-Media Scrapbook</b>	_____	_____
Names: _____		
<b>Inside Our Schools</b>	_____	_____
Names: _____		
<b>T-Shirt Design</b>	_____	_____
Names: _____		
<b>Instructional Technology Lesson</b>	_____	_____
Names: _____		
<b>Application, Resume' &amp; Interview</b>	_____	_____
Names: _____		
<b>Service Project Presentation and Display</b>	_____	_____
Names: _____		
<b>Blog Competition</b>	_____	_____
Names: _____		
<b>E-Portfolios</b>	_____	_____
Names: _____		
<b>Recruitment &amp; Marketing</b>	_____	_____
Names: _____		
<b>Presentation and Display</b>	_____	_____
Names: _____		

**\*\* Please make a copy for your records and send with your Event Entry forms.**

**Total # of Entries:** \_\_\_\_\_ **@ \$5.00 per person = \$** \_\_\_\_\_

**Please include check or P.O. with entries and send to:** **Gerry Corcoran**  
**Arizona FEA**  
**1535 W. Jefferson St. Bin #42**  
**Phoenix, AZ 85007**



## CONFERENCE FORMAT



### WEDNESDAY, APRIL 1<sup>ST</sup>:

- 1:00 Check – In for all Contestants & Competitions  
\*\*\* ***All contestants must pre-register by 2-27-09***  
Submit Competition event registration form for **each student**
- 1:30 Impromptu Speaking – (All held @ Media Center Conference Rooms)  
Public Speaking  
Application, Resume' & Interview Finalists (5)  
Service Project Presentation & Display  
Recruitment & Marketing Presentation & Display  
FEA Moment Finalists
- 4:00 Wrap Up Competitions

### THURSDAY, APRIL 2<sup>ND</sup>:

- 8:00 am Check In & Breakfast  
- Hand out packets & T- Shirts  
- Group pictures by school
- 9:00 Opening General Session  
- Welcome  
- Roll Call  
- Ice Breaker  
- Key Note  
- Door Prizes
- 10:10 Breakout Session # 1
- 11:10 Breakout Session # 2
- 12:15 Awards Luncheon  
- Media Award Winners  
- Key Note  
- Awards Presentation for Competition Winners  
- Recognize Teacher, Student & Chapter of the Year  
- Door Prizes
- 1:45 Make & Take Sessions (pre-Register)  
- Puppetry  
- Drama  
- Readers Theater  
- Story Boxes  
- Elementary Math, Secondary Math  
- Elementary Science, Secondary Science
- 2:45 Close  
- Team Building Activity  
- Door Prizes
- 3:30 Dismiss



## MAKE & TAKE SESSION REGISTRATION

1:45 – 2:45

**SCHOOL:** \_\_\_\_\_ **ADVISOR:** \_\_\_\_\_

**PUPPETRY:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**DRAMA:**

1. \_\_\_\_\_

**READERS THEATER:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**SECONDARY MATH:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**ELEMENTARY MATH:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Total Attending: \_\_\_\_\_

## DRESS CODE



## DRESS FOR SUCCESS!

### FUTURE EDUCATOR'S ASSOCIATION

You represent yourself, your family, your Advisor, your FEA program, your school and Arizona – dress accordingly.

When in doubt, dress up – not down. Take pride in your appearance and you will notice the difference. Help make FEA the CLASS of all the rest. FEA is a professional student organization. As with all professional organizations, image is crucial. If you are in doubt about what you are wearing, ask your Advisor ahead of time.

#### Helpful Hints:

- Make sure your cloths are clean and ironed
- Don't chew gum if your speaking in public
- Be aware of your body language and posturing
- Speak clearly and directly
- Speak with confidence and conviction
- Brush your teeth or chew a mint (fresh breath)
- Make sure your hair is groomed
- Use eye contact when talking to others
- Be passionate about teaching

FEA members, advisors, and guests will be dressed in appropriate business attire for all general sessions, awards ceremonies, competitive events, and workshops. No visible body piercing jewelry will be allowed, other than ears on men or women.

**Appropriate Business Attire For Men:** May include Sport coat, dress slacks, collared shirt, necktie, polo shirt, sweater, school FEA shirt, nice jeans, dress shoes and dark socks, clean tennis shoes.

**Appropriate Business Attire For Women:** Pant Suit, Skirt, dress slacks, blouse, sweater, dress shoes, nylons, school FEA shirt, nice jeans, clean tennis shoes.

**Inappropriate Dress:** Overalls, shorts, exercise or bike shorts, backless, see through, tight fitting, spaghetti straps, strapless, extremely short or low cut blouses/tops/dresses/skirts, tank tops, casual sandals, visual undergarments.

## ARIZONA FEA CODE OF ETHICS

As future teachers and leaders of our great nation, it is imperative that our ethics be unshakable. Below are the Ethical standards we expect all of our students in office to adhere to. Failure to follow these guidelines will result in removal from office.

### FEA CODE OF ETHICS:

- I will be honest and sincere
- I will approach each task with confidence in my ability to perform my work at a high standard
- I will willingly accept responsibilities and duties
- I will seek to profit by my mistakes and take suggestions and criticism directed toward the improvement of myself and my work
- I will abide by the rules and regulations of my school
- I will seek to improve my community by contributing my efforts and my resources to worthwhile projects
- I will respect viewpoints that I do not agree with when I disagree, I will do so in a respectful manner
- I will not engage in illegal activities while I am an FEA Officer
- I will not drink or smoke during FEA sponsored activities
- I will not engage in sexual activities during FEA sponsored activities.

I, \_\_\_\_\_, agree to follow the FEA Code of Ethics as outlined above. I understand that if I am found to be in violation of this Code of Ethics, I may be removed from office.

Officer Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Name: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\* Submit this formed completed and signed to:

Gerry Corcoran

Arizona FEA State Director

1535 W. Jefferson St. Bin # 42

Phoenix, AZ 85007



## ARIZONA ASSOCIATION OF FEA COMPREHENSIVE CONSENT FORM

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SCHOOL

ADVISOR NAME

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**PURPOSE:** Complete this form with all information and signatures required. This must be submitted by EACH FEA student PRIOR to attending any area, state, or national FEA conference. It is recommended that this form be on file in each local school by September 15<sup>th</sup>. The FEA instructor/advisor is required to bring this form to each area, state, and national conference. Completion and signing of this form indicates that the student, parent, or guardian, and school administrator have read this form and approve of its contents. Each advisor is responsible for filling out the proper paperwork for their district when attending any area, state, or national conference. Completion and signing of this document provides consent for:

1. Student attendance at and travel to and from conferences/activities as specified below
2. Emergency medical treatment
3. Student abiding by the conduct code
4. Student abiding by the dress code
5. Waiver of liability

**PHILOSOPHY:** It is a **privilege** and an honor for a student to attend area, state, and national FEA conferences. As such, each student has the unique opportunity to represent his/her school, community, and family as a business professional. Students are expected to follow all Rules and Regulations stated herein. In cases of uncertainty, the student should confer with his/her advisor or chaperone **prior** to acting, since ignorance of Rules and Regulation will not be considered an acceptable excuse. Teachers, chaperones, and state staff assume the responsibility of enforcing all Rules and Regulations to ensure, to the degree possible, the safety and well-being of the student.

**CONFERENCES:** Consent and approval indicated by the signing parties are applicable to the following activities:

1. FEA Fall State Leadership Conference
2. FEA Executive Council/Officer Leadership Training
3. FEA State Spring Conference
4. FEA National Conference
5. FEA – ASU Hunnicutt Academy
6. Other workshops, seminar, and activities sponsored by the Arizona Association of FEA

**MEDICAL CONSENT:** (PLEASE TYPE) I, as indicated by my signature below

\_\_\_\_\_ of \_\_\_\_\_  
(Name of Parent or Guardian) (Relationship to Student) (Student Name)

\_\_\_\_\_  
(Age) (Complete Home Address Including Zip Code)

\_\_\_\_\_  
(Home Phone) (Emergency Phone)

Herby authorize in advance any necessary medical treatment required while traveling to and from and while attending the conference/activities referenced on this form. He/she is insured for medical coverage by:

\_\_\_\_\_  
(Insurance Company) (Policy No.)

Student Initials: \_\_\_\_\_ Parent Initials: \_\_\_\_\_

Medical conditions of which you should be aware are (i.e. heart condition, allergies, diabetes, asthma, epilepsy, rheumatic fever, etc.) Medication currently taken is \_\_\_\_\_

Personal Physician is \_\_\_\_\_  
(Name) (Phone)



**SPECIAL NEEDS:** Arizona Association of FEA recognizes the special needs of our members. If any member has a special need that will require accommodation, the member is requested to inform the Arizona Association of FEA of such needs so accommodations can be made.

**DRESS CODE:** FEA is first and foremost, a professional organization for students enrolled in Education Professions. Just as in a business where company policies related to dress and grooming are maintained, FEA has developed its own policies. Essentially, proper dress and grooming for any occasion is a matter of exercising good judgment, thus, should a question arise concerning the Dress Code, contact your chapter advisor. Error on the side of being conservative.

**CONDUCT CODE:** Participation in Arizona Association of FEA activities provides an opportunity for students to interact with business professionals, adult FEA supporters, other FEA members, and the general public. As a result of establishing a positive, ethical and professional image many businesses, civic organizations, and individuals provide financial and human resources to FEA and its student members. Once again, should you have any questions concerning what constitutes acceptable behavior, ask your advisor or chaperone prior to making a decision. FEA values its reputation and asks that you help maintain it. The following Conduct Code has been established and is enforced at all area, state, and national FEA conferences and activities.

**LEVEL ONE VIOLATIONS:** The following have been identified as **extremely serious** violations:

1. Violation of any city, state, or federal law.
2. Possession, consumption, transportation, or purchase of any alcoholic beverage or illegal drug. If alcoholic beverages and/or illegal drugs or evidence of their use are found in a hotel room, all occupants of that room shall be subjected to the penalties described below.
3. Defacing, damaging, or stealing public or private property.
4. Failure to attend conference activities, including competitive events, general sessions, and special meetings.
5. Male in female's room or female in male's room without an open door and without permission of a chapter advisor or chaperone.
6. Missing curfew by more than 30 minutes. Curfew means being in your assigned room with the door closed and noise kept at a minimum. If you are not staying in the hotel, curfew means that you have left the hotel grounds by the stated time.
7. Throwing any object from a hotel window or vehicle.
8. Inviting or having non-FEA members or unregistered individuals in your hotel room at a conference activity.
9. Rudeness or insubordination.
10. Repeated violation Level Two Conduct Codes.
11. Violations not mentioned as identified by the advisor, chaperone, state staff, and/or school official.

**LEVEL ONE PENALTIES:**

1. Expulsion from the conference
2. Notification of the parent or guardian
3. Notification of a school official
4. Student, parent/guardian, and Advisor must immediately arrange and pay for alternative travel plans to return home.
5. Forfeiture of all awards, moneys, scholarships, travel grants, and future opportunities to participate in Arizona FEA activities.
6. Other penalties at the discretion of the advisor, chaperone, school official, or state staff.

Student Initials \_\_\_\_\_

Parents Initials \_\_\_\_\_

**LEVEL TWO VIOLATIONS:** The following have been identified as less serious violations, but if repeated, students may be subjected to penalties similar or equal to those prescribed for Level One Violations.

1. Failure to follow the Arizona Association of FEA Dress Code
2. Smoking in public during the conference
3. Failure to wear identification during the conference
4. Tardiness to conference activities. If tardy by 30 minutes or more, a Level One penalty applies.
5. Leaving the conference site without the knowledge of your advisor or chaperone
6. Missing curfew by less than 30 minutes and by not being in your assigned room with your door closed and noise kept to a minimum
7. Disturbing other hotel guests by excessive noise, door slamming, etc. which results in a complaint to the hotel management. Two such complaints result in a Level One penalty for all occupants of the room or facility.
8. Other violations not mentioned above but identified by the advisor, chaperone, state staff, or school official.

**LEVEL TWO PENALTIES:**

1. Verbal and written warning and immediate compliance with conference rules
2. Notification of chapter advisor and state FEA Staff.
3. Repeat violations or the violation of another Level Two Code may result in Level One penalties.

**CONDUCT CODE:** We, as indicated by our signatures below, have read, will comply and assist with the enforcement of the Conduct Code.

**DRESS CODE:** We, as indicated by our signatures below, have read, will comply and will assist with the enforcement of the Dress Code.

**WAIVER OF LIABILITY:** We, as indicated by our signatures below, agree to waive the liability of the Arizona Association of FEA and its staff, the Department of Education, the FEA Advisor/Instructor and chaperones for accident or illness occurring during transit or while participating in the conferences/activities listed on this form.

**ALUMNI ASSOCIATION:** I authorize the FEA Alumni Association to have access to my home address for purposes relating to FEA. The Alumni Association will not release home addresses to parties outside of the FEA organization.

**USE OF PHOTOGRAPHS & MEDIA:** The Arizona Association of FEA has full privilege in the use of photographs, images, or digital recordings of the FEA members to further educate and promote the goals of the organization. By signing I understand that the FEA has use all images captured during the conferences/activities for promotion of its organization and profession.

**SIGNATURES:**

_____ (STUDENT SIGNATURE)	_____ (DATE)
_____ (PARENT SIGNATURE)	_____ (DATE)
_____ (TEACHER SIGNATURE)	_____ (DATE)
_____ (ADMINISTRATORS SIGNATURE)	_____ (DATE)

Student Initials \_\_\_\_\_

Parent Initials \_\_\_\_\_

## MEDICAL INFORMATION & RELEASE FORM

### IDENTIFICATION:

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: M ☐ F ☐

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of parents/  
guardians \_\_\_\_\_

Address (if  
different) \_\_\_\_\_ Phone: \_\_\_\_\_

Mom's work phone: \_\_\_\_\_ Dad's work phone: \_\_\_\_\_

### In an emergency if persons listed above are not available, please notify:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of personal physician: \_\_\_\_\_ Phone: \_\_\_\_\_

**In case of a medical emergency, I understand every effort will be made to contact me. In the event that I cannot be reached, I hereby give permission to the physician, selected by the adult leader in charge, to secure proper treatment, including hospitalization, anesthesia, surgery or medications for my child. I also give my permission for the adult leader to give my child Tylenol or Advil for headache, etc.**

**Date \_\_\_\_\_ Parent/guardian \_\_\_\_\_**

Allergies to food, medication, plants, animals, or insects: \_\_\_\_\_ Yes ☐ No ☐  
Explanation \_\_\_\_\_

Please list below any pertinent health information we need to know such as:

Asthma, Diabetes, Heart problems, Kidney problems, etc.

\_\_\_\_\_

List any medication currently being taken \_\_\_\_\_

\_\_\_\_\_

List any physical or behavioral conditions that may limit participation \_\_\_\_\_

\_\_\_\_\_

Does your child use any of the following: Contact lenses, hearing aids, etc? \_\_\_\_\_

\_\_\_\_\_

IMMUNIZATIONS: Give most recent dates

Tetanus \_\_\_\_\_ MMR \_\_\_\_\_ Polio \_\_\_\_\_

**ARIZONA FEA  
DRESS AND CONDUCT CODE  
COMPREHENSIVE CONSENT FORM**

**DRESS CODE:** Dress and grooming indicate the pride you have in FEA, its goals and its activities. Essentially, proper dress and grooming for any occasion is a matter of exercising good judgment; thus, should a question concerning the Dress Code arise, contact your chapter advisor or refer to this form, prior to making a decision. Help us to build and maintain a positive image of FEA!

If a swimming pool, Jacuzzi, sauna, etc. is available for student use, the following dress is appropriate ONLY when traveling to and from and when using such facilities. *Under no circumstances are students permitted in the hotel lobby or in any general area, except the pool area itself while dressed for swimming.* Males and Females: Robe or tee shirt, swimming suit, shoes or sandals.

**CONDUCT CODE:** Participation in Arizona Association of FEA activities provides an opportunity for students to interact with business professionals, adult FEA supporters, other FEA members and the general public. Once again, should you have a question concerning what constitutes acceptable behavior, ask you advisor or chaperone prior to making a decision. FEA values its reputation and asks that you help maintain it. The following Conduct Code has been established and is enforced at all area, state and national FEA conferences and activities:

**GENERAL POLICIES:**

- Be prompt and prepared for all activities.
- Wear identification badges at all conference activities.
- Attend all general sessions and meeting activities.
- Keep advisor/chaperone informed of whereabouts at all times.
- Show respect for rights and property of others. Damages to property or furnishings shall be paid for by the individual or Chapter responsible.
- Adhere to the dress code at all times.
- Refrain from loud, boisterous talk, swearing and horseplay.
- Demonstrate sportsmanship in the leadership and skills competition, and meetings.
- Observe the rules and regulations established by those in charge of the meetings and conferences.
- Refrain from possessing and/or consuming alcoholic beverages, cigarettes, or illegal drugs.
- Refrain from any other act, which brings criticism or discredit to Arizona Association of FEA and/or Chapter, which the member represents.

**HOTEL: POLICIES:**

- Be in respective hotel rooms by established curfew. Check with your advisor for timeS.
- Refrain from allowing members of the opposite sex in sleeping rooms (exceptions to this rule can be made by the State FEA advisor or local advisor for special meetings).
- Remain in hotel (except for authorized events) unless prior permission has been received from advisor/chaperone.
- Leave hotel grounds by curfew or immediately following last scheduled event if not registered at the hotel.
- Refrain from using the telephone after curfew.

**A delegate violating the rules of personal conduct or the instructions of his/her advisors may lose all rights to future FEA activities, and may subject him/herself to being disqualified from competition and removed from positions of prominence. If a violation occurs, parents may be notified and be responsible for the return of student at the parents' expense.**

Student Initials\_\_\_\_\_

Parent Initials\_\_\_\_\_

